

TORRINGTON PUBLIC SCHOOLS

BY-LAWS OF THE BOARD OF EDUCATION

**Standing Committees - Duties and Responsibilities**

**Budget**

1. Will consist of a committee chair and two (2) other board members and one (1) alternate with the alternate to vote on items to be moved to the full board only in the absence of one (1) of the committee members.
2. Will consult with the Superintendent and with other committees as required in preparing a budget for the ensuing fiscal year and shall recommend a tentative budget to the entire Board for approval, with or without modifications, consistent with city charter;

**Policy**

1. Will consist of a committee chair and two (2) other board members and one (1) alternate with the alternate to vote on items to be moved to the full board only in the absence of one (1) of the committee members.
2. Formulate policies to be presented to the entire Board for action;
3. Suggest amendments/revisions of existing policies;
4. Be knowledgeable of policies adopted and why;
5. Conduct annual reviews of policies;
6. Monitor implementation of policies in schools.

**School Improvement & Community Relations**

1. Will consist of a committee chair and two (2) other board members and one (1) alternate with the alternate to vote on items to be moved to the full board only in the absence of one (1) of the committee members.
2. Will consult with the Superintendent on significant program improvements, modifications, and Board Goals;
3. Will promote good community relations which support the educational program, program improvements, and Board Goals;
4. Will consult with the Superintendent to monitor progress on NEASC recommendations at least annually;
5. Will identify and recognize an exemplary graduate of the TPS educational program through the annual Alumnus Award to be presented at THS Awards Night.

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**Grievance Hearing**

1. Be knowledgeable of all union contracts;
2. Will provide an impartial hearing to aggrieved personnel as described in the union contracts;
3. Will render binding decisions on grievances heard.
4. Any two Board members present shall constitute a quorum

**Expulsion Hearing**

1. Will provide an impartial hearing for all parties;
2. Any three Board members present shall constitute a quorum.

**Other Committees - Duties and Responsibilities**

**Negotiations**

1. There will be three (3) negotiating communities, one each to represent the Board with regards to negotiations with the non-certified, administrative, and certified personnel bargaining units;
2. Each negotiating committee will consist of a committee chair and two (2) other Board members;
3. Each negotiating committee will negotiate with a positive, honest and sincere attitude towards reaching a fair and equitable agreement;
4. Confidentiality will be maintained while negotiations are ongoing unless both negotiating parties have agreed to waive confidentiality ground rules;
5. Follow clear directions and parameters for negotiations from the full Board;
6. Keep the Board apprised of the negotiation process;
7. Select a primary spokesperson and Secretary who keeps all official meeting minutes;
8. Present a final package of negotiated items for the Board's approval

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**Board Meetings**

The Torrington Board of Education will hold general meetings once a month, generally on the third Wednesday of the month at 6:00 p.m.; frequency dates and times of meetings, as well as agendas, maybe changed by majority vote;

1. Recommended agenda for each meeting is as follows:

- Visitor Recognition
- Adoption of Agenda
- Approval of Minutes
- Reports: Students, Superintendent
- Consent
- Discussion/Action
- Committee Reports
- Comments for the Good of the Order

2. Executive Session, if needed

The public may be excluded from meetings of the Board of Education which are declared to be executive sessions. Executive session may be held upon an affirmative vote of two-thirds of the members present and voting taken at a public meeting for purposes as defined by Connecticut General Statutes:

- 1-200 Definitions;
- 1-200 Executive Sessions;
- 1-206 Denial of access to public records or meetings;
- 1-210 Access to Public Records;
- 1-225 Meetings of government agencies to be public;
- 1-226 Recording, broadcasting or photographing meetings;
- 10-238 Petition for hearings by Board of Education;

Board of Education members are urged to maintain the confidentiality of executive session after the session concludes due to the sensitive nature of the proceedings.

3. The Board will conduct its meetings following Robert's Rules of Order.
4. Meetings should conclude by 9:00 p.m. A majority vote of the Board is required to extend the meeting beyond 10:00 p.m.

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**Board of Education Self-Evaluation**

1. The Board of Education will hold a special meeting annually to evaluate the Board's performance in relation to established goals, and to establish and clarify policies based upon the result of such evaluation; said meeting should precede the annual evaluation of the Superintendent and the onset of the Board's budget process. The Personnel Committee will be responsible for duties associated with the evaluation and meeting, such as development of an evaluation instrument, format, venue, timing, outside facilitation, etc.
2. The Board of Education will conduct an annual formal evaluation of the superintendent of schools according to the following timeline:
  - a. Beginning of New Evaluation Year Meeting - July/September
    - i. Topic 1: Leadership Team Goal/Priority Setting
    - ii. Topic 2: Superintendent's Professional Goals and Objectives
  - b. Mid-Year Evaluation Meeting – November/December (Meeting to be conducted in Executive Session)
    - i. Topic 1: Informed Leadership Team discussion regarding progress on goals and objectives.
    - ii. Topic 2: Targeted informal feedback provided to Superintendent regarding his/her performance.
  - c. End of Year Evaluation Meeting - April/May (Meeting to be conducted in executive session)
    - i. Topic 1: Self-assessment of individual members of the Leadership Team including discussion about goal attainment and handling of unanticipated challenges.
    - ii. Superintendent presents "year in review" self-assessment to Board of Education regarding his/her performance.
  - d. Board of Education Evaluation of the Superintendent - May/June (Meeting to be conducted in executive session)
    - i. Board of Education evaluates the Superintendent's job performance. A draft evaluation is developed during this meeting if a written evaluation of the Superintendent is provided.
  - e. Meeting with the Superintendent Regarding Draft Evaluation - June (Meeting to be conducted in executive session)
    - i. Meeting between the Board of Education - as per Board of Education policy and the Superintendent to share and discuss the draft evaluation.
  - f. Formal Evaluation of the Superintendent-June
    - i. Formal evaluation is completed and presented to the Superintendent of Schools by a representative(s) of the Board of Education as per policy. Note: Superintendent's evaluation is a public document subject to FOIA.

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**Amending of the By-Laws**

Amendments to the by-laws of the Torrington Board of Education (additions, changes or deletions) require six (6) votes for acceptance;

1. Amendments are to be acted on in an open meeting, having been received at a previous meeting;

Adopted November 20, 2000

Revised April 18, 2002

Revised June 19, 2002

Revised August 20, 2003

Revised September 19, 2007

Revised January 23, 2008

Revised January 21, 2009

Revised August 19, 2009

Revised December 12, 2012

Revised November 6, 2013

Revised January 8, 2014

Revised August 19, 2015

Revised February 26, 2020